

Anthony G. Brown  
Lt. Governor

## Maryland Department of General Services

Administration • Facilities Operations & Maintenance

Facilities Planning, Design & Construction • Procurement & Logistics • Real Estate

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This is a **position specific recruitment**. The list of eligibles will be used to fill positions with the Department of General Services, Facilities, Operations & Maintenance. Persons interested in vacancies in the Maintenance Chief IV, Non Licensed classification in other State agencies will need to reapply.

**RECRUITMENT FOR:** Maintenance Chief IV, NL  
Announcement Number – 08-1973-906  
(List both the title and announcement number on your application)

**SALARY:** \$33,444 - \$52,886

**CLOSING DATE:** Monday, May 19, 2008  
**Applications must be received by the close of business**

**LOCATION:** A current vacancy exists at 310 West Saratoga Street. ***(This list may be used for future DGS vacancies in this job classification.)***

**POSITION DUTIES:** The main purpose of this position is to organize, schedule, and coordinate the technical maintenance work and installation services rendered by skilled, semi-skilled, and unskilled employees assigned to the various trades sections and general services sections. Supervises, or provides, on-the-job training to upgrade the skills of semi-skilled and unskilled employees, and to broaden the skills of journeyman tradesman.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Education:** Completion of the eighth grade.

**Experience:** Five years experience in the maintenance or building construction trades including four years of responsibility for assigning, reviewing, and approving the work of others.

**SPECIAL REQUIREMENTS OF THE CLASSIFICATION:** Applicants may be given a medical examination to determine their ability to perform job related functions. Employees will be required to attend training courses on the Department of General Services' "Comprehensive Maintenance and Repair Manual" in the interest of obtaining a familiarity with State maintenance and repair policies and procedures within six months after appointment to a classification in this series.

**RETURN COMPLETED APPLICATION TO:** Department of General Services,  
Personnel Division, 301 West Preston Street, Room 1211, Baltimore, Maryland 21201.  
**Applications must be received by the close of business on Monday, May 19, 2008.**

**SELECTION PROCESS:** Only candidates who meet the minimum education/experience will be placed on the eligible list. It is essential that you give complete and accurate information on your application. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment list. The list will be used by the hiring agency to select an employee. This eligible list will be in effect for 1 year.

**EXAMINATION:** The examination will consist of a rating of your education, training and experience related to the requirements of this job. If you do not receive a request for supplemental information, the rating will be based on your application. Report all experience and/or education that is related to this job.

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